

HUMAN RESOURCES EXPERIENCE:

CBC Companies
Benefits Specialist

2011- 2018 *Columbus, OH*

- Implemented and administered all employee benefits plans (health and life insurance, disability, 401k retirement plan, HSAs, COBRA) and led enrollment efforts for 1400+ employees
- Provided general HR support to business units in the areas of employee relations, training, recruitment, and coaching in addition to benefits administration
- Advised management and executives on policy and employee relations issues
- Managed all aspects of employee disability leaves of absence and workers' compensation cases, actively handling claims for more efficient cost containment
- Prepared personnel documentation for legal department in acquisitions and employment actions
- Certified in Fair Credit Reporting Act (FCRA) Data Furnisher Requirements by CDIA

Ohio Wesleyan University
Assistant Director of Human Resources

2010-2011 *Delaware, OH*

- Counseled managers, officers and employees on employment policy matters
- Administered all employee and retiree benefits plans
- Completed required reporting to ensure compliance with federal and state law
- Directed faculty, academic and administrative employment recruitment
- Collaborated on project to transition legacy HRIS system data to ADP
- Developed strategic objectives for long-term direction of HR department
- Represented HR Department on various university committees and councils
- Supervised multiple student workers and temporary employees on HR team

Southern Wine & Spirits of Upstate New York
Employment Programs Administrator/ Recruiter, HR Department

2007-2009 *Syracuse, NY*

GENERALIST DUTIES

- Processed weekly payroll for 530 company employees
- Administered company benefits plans (medical/dental insurance, 401k, life insurance) and coordinated with local union membership
- Facilitated personnel actions and maintained employee information database in SAP HRIS
- On-boarded new employees and out-processed separating employees
- Coordinated and contributed content to quarterly company newsletter
- Produced reports supporting management and attorneys in federal audits/ legal actions
- Performed compensation analysis to develop competitive salary structure
- Wrote, edited, and maintained company job descriptions
- Organized special HR projects and programs including: open benefits enrollment, scholarship awards, tuition reimbursement, performance management, and employee recognition program
- Coached upper management on disciplinary issues and corrective action counseling

RECRUITMENT AND SELECTION

- Developed and implemented cost-saving recruitment strategies
- Sourced and identified internal and external candidates, providing hiring recommendations
- Managed the consistent pre-employment process for all candidates including interviews, skills assessments, background and reference checks

Oneida Indian Nation/ Turning Stone Resort & Casino
Training Specialist, Human Resources Department

2003-2007 *Oneida, NY*

TRAINING

- Trained employees of all levels in career development programs
- Designed and delivered several innovative training programs in leadership, communication, workplace civility, computing, and professional/technical skills
- Coordinated and conducted weekly New Hire Orientation for all team members

GENERALIST DUTIES

- Wrote company policies, assisted managers with communication and enforcement
 - Consulted on design of company's performance evaluation and management process
 - Edited content and layout of company employee handbook
 - Applied technology to improve departmental efficiency: designed and produced electronic employee ID badges; created electronic HR forms for online completion; categorized vast HRIS
 - Devised and implemented Quarterly Leadership and Employee of the Month award programs
 - Designed an employee referral program to aid in recruiting and retention
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OTHER WORK EXPERIENCE:

Bryant & Stratton College

2007-2009 *Liverpool, NY*

Adjunct Instructor

Responsible for development and delivery of Human Resources and Sociology curriculum to adult learners, using active learning and facilitation methodologies

AppliedTheory/ ClearBlue Technologies

1999-2003 *Syracuse, NY*

Team Leader/ Technical Consultant, Customer Support Center

Directly supervised a team of technical personnel to ensure high quality customer service in a 24-hour technical support center

EDUCATION/ CERTIFICATIONS:

Certified as SPHR	Senior Professional in Human Resources	<i>by HRCI</i>
Certified as SCP	Senior Certified Professional	<i>by SHRM</i>
Syracuse University	M.A., Public Communication Studies	<i>Syracuse, NY</i>
Virginia Tech	B.A., Communications and Sociology	<i>Blacksburg, VA</i>

PUBLICATION:

Interpersonal Relationship Development Through Computer-Mediated Communication.
Master's Thesis, Syracuse University. December, 1998. *(currently held in E.S. Bird Library)*

PROFESSIONAL ACTIVITIES AND MEMBERSHIPS:

City of Pataskala Personnel Review Board, Chairman	2016- present
City of Pataskala Personnel Review Board, Vice Chairman	2014- 2015
Society for Human Resources Management (SHRM)	2005- present
Human Resources Association of Central Ohio (HRACO)	2010- present
Syracuse University Alumni Club of Central Ohio- Board of Directors	2011- present
CNY SHRM/ HRACO Education and Prof. Development Committees	2006-2012
American Society of Training & Development, Central NY chapter	2005-2007

LinkedIn Profile <http://www.linkedin.com/in/dankorte>